

## **Job Description for Bookkeeper/Accounts Clerk**

The main aim of Splash Community Trust is to provide leisure, health and well-being activities for the people of Wrexham County Borough and beyond.

This post offers you an opportunity to join the Splash Community Trust team at Plas Madoc Leisure Centre. We are a successful Social Enterprise and a not for profit Charity.

## **Purpose:**

The post will support the Management Team and work towards the objectives of Splash Community Trust as defined by the Members of the Board. The successful applicant will need to have experience in a financial environment, be IT literate, accurate, competent with sage 50, have an AAT level 3 qualification and should be working towards their level 4 AAT. You will need to provide financial reports and projections in a timely fashion to help drive the business forward. We are looking for a person with focus and the ability to work as part of a team as well as individually. Some experience of VAT would be beneficial but is not essential. We are looking for a person who has the ability to grow with the business.

## **Reports to:**

General Manager

## **Salary:**

Salary – £12.56 per hour

**Pattern of work:**

The post is contractually 30 hours per week (Monday to Friday) although there will be a need for flexibility depending on the deadlines.

## **Key Responsibilities:**

1. Maintenance of an accurate and up to date Profit and Loss Account.
2. Checking the accuracy of and processing invoices for payment in a timely manner.
3. Maintain the sales and purchase ledge.
4. Checking the accuracy of all monthly timesheets.
5. Reconciling and banking the weekly income.
6. Preparing a monthly report of the current financial position for management to present to the Board members.
7. Up-date the sage 50 system.
8. Credit control.
9. Monitor sickness.
10. Build/maintain relationships with customers and suppliers
11. Attend a monthly meeting with the General Manager to assess and discuss progress and any potential changes to targets.
12. Any other duties as required.

This post is office based.

All terms and conditions will be included in the contract of employment.

An application form is available from our website www.plas-madoc.com

All applications can be emailed to denise.chadwick@plas-madoc.com

In addition to the submission of the completed application form you should attach your updated CV and a cover letter with a brief explanation as to why you believe you are the ideal candidate for this post.

Should you require an informal discussion prior to submission of your application please do not hesitate to contact Denise Chadwick on 01978 821600.